

S E C R E T

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DA 88-2043  
23 September 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 23 September 1988

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3. The Office of Security (OS) sponsored its second computer virus roundtable, which was attended by representatives from all four Agency directorates.

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4. OS representatives participated in the first meeting of the Agency's Minimum Overseas Security Standards Task Force, which has been charged with finding ways for Agency overseas stations to comply with the Department of State's recently implemented overseas security standards. Currently, ☐ US Embassies, mostly in the Third World, do not meet these security requirements.

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ALL PORTIONS SECRET

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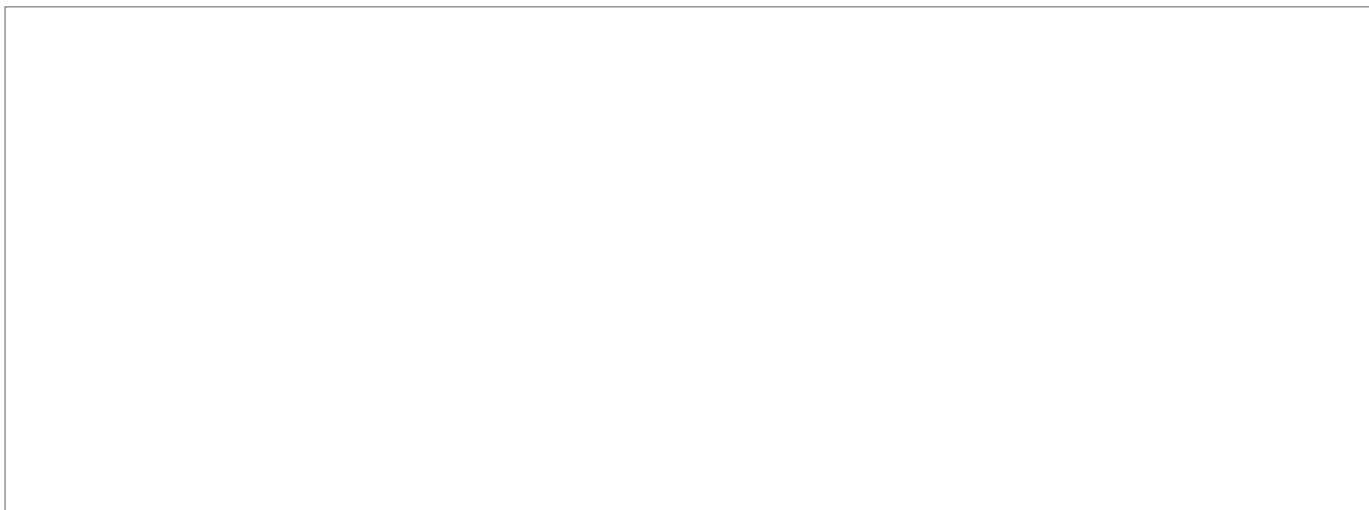
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6. The Office of Training and Education (OTE) completed the last of 10 runnings of the Traveler's Awareness Program;  employees attended over the year.

7. As part of OTE's continuing effort to provide alternate means of delivering training, the Operational Records I course has been converted to a computer based training program.

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11. The Office of Medical Service's (OMS) automated scheduling system achieved initial operating capability on 19 September. Implementation will result in expeditious handling of time-critical cases, more efficient use of contract doctors' time, and relief for the overburdened OMS processors.

12. As part of Hispanic Heritage Week, the Office of Equal Employment Opportunity sponsored a Headquarters Auditorium presentation by Dr. Rita Rodriguez, Director of the Export-Import Bank, on the contributions of Hispanic women in history. The Agency's commemoration of Hispanic Heritage Week also includes an exhibit of southwestern art in the Fine Arts Corridor of the Original Headquarters Building.

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R. M. Huffstutler

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25X1 ORIG: DDA/MS [ ] ;pf:23 September 88 (weeklib)

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